Category Attachment

Code : **L**

Title : **Travel**

Solicitation Number : **47QSMD20R0001**

Refresh Number : **0012**

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Travel Category Instructions and Regulations

Instructions:
All offerors must follow evaluation criteria and instructions outlined in the MAS solicitation, including in SCP-FSS-001. The Travel category attachment outlines additional evaluation criteria, requirements and information specific to this category only. For a list of required Schedule templates and attachments, please visit www.gsa.gov/masscopeandtemplates.

For additional guidance and information for Schedule buyers and sellers, please visit our general guidance page at www.gsa.gov/schedules.

Note: GSA will not award any Drones/Unmanned Aircraft Systems (UAS), as defined in 49 USC Ch. 448, in response to this Large Category except those drones approved by the Department of Defense (DoD) Defense Innovation Unit (DIU) through its Blue sUAS Program.

Subcategory Instructions and Regulations

L01. Employee Relocation Subcategory

SIN 531 Employee Relocation Solution

531 Includes all services relating to employee relocation, such as home sale assistance, property management, and household goods shipment coordination.

Cooperative Purchasing: No
Set Aside: No
FSC/PSC Code : V301
Maximum Order : $1,000,000

NAICS

Number	Description	Business Size
531210	Offices of Real Estate Agents and Brokers	$8 million
531390	Other Activities Related to Real Estate	$8 million

Instructions:
Please visit www.gsa.gov/masscopeandtemplates for the required price proposal template and requirements for SIN 531 - Employee Relocation Solution.

SIN Level Regulations:

Regulation Number	Regulation Title/Comments
I-FSS-970	TRANSACTIONAL FEE AND SALES REPORTING (JUN 2011)
52.222-52	EXEMPTION FROM APPLICATION OF THE SERVICE CONTRACT LABOR STANDARDS TO CONTRACTS FOR CERTAIN SERVICES - CERTIFICATION (MAY 2014)

SIN 541511T Employee Relocation Management Software

541511T Includes relocation software and automation/technology tools that help agencies track, manage and report on their

relocation programs. It includes authorization, planning, repatriation, expense management, tax gross ups, expense entry, communications, and integrations with financial systems, etc.

Cooperative Purchasing: No
Set Aside: No
FSC/PSC Code : V301
Maximum Order : $1,000,000

NAICS

Number	Description	Business Size
541511	Custom Computer Programming Services	$30 million

Instructions:
Instructions:

Please visit www.gsa.gov/masscopeandtemplates for the requirements for SIN 541511T - Employee Relocation Management Software.

L02. Lodging Subcategory

SIN 531110 Long Term Lodging

531110 Includes corporate lodging services in an apartment, condominium, or similar long stay type of property.

Cooperative Purchasing: No
Set Aside: No
FSC/PSC Code : V231
Maximum Order : $1,000,000

NAICS

Number	Description	Business Size
531110	Lessors of Residential Buildings and Dwellings	$30 million

Instructions:
Instructions:

Please visit www.gsa.gov/masscopeandtemplates for the required price proposal template and requirements for SIN 531110 - Long Term Lodging.

SIN Level Regulations:

Regulation Number	Regulation Title/Comments
FBG-0002	SPECIAL ORDERING PROCEDURES (SEP 2019)

SIN 561599L Lodging Negotiations and Management Services

561599L A full suite of lodging negotiation and management services for transient, extended stay and corporate housing needs are available which includes, but is not limited to, electronic lodging request for proposal systems and services, lodging locator and reservation services, pricing and negotiation assistance and support, leasing/rental support, lodging management services, marketing, rate/compliance audits, benchmarking, and reporting. Services also include lodging management support for disaster planning, recovery support, and pre-positioning support for first responders, incident management teams, evacuees/victims, and associated personnel supporting the emergency effort.

Cooperative Purchasing: No
Set Aside: No
FSC/PSC Code : V999
Maximum Order : $1,000,000

NAICS

Number	Description	Business Size
561599	All Other Travel Arrangement and Reservation Services	$22 million

Instructions:
Instructions:

Please visit www.gsa.gov/mascategoryrequirements for the required price proposal template and requirements for SIN 561599L - Lodging Negotiations and Management Services.

L03. Travel Agent and Misc. Services Subcategory

SIN 561510 Travel Agent Services

561510 Commercial services for the provision of travel agent services which includes, but not limited to: travel arrangement, reservation, ticketing and traveler support for air, rail, lodging, car rental and ancillary services, which includes arrangement, booking, ticketing, business services, delivery services, destination services, documentation, frequent flyer and loyalty programs, help desk, international services, invoicing, reconciliation, profile management, quality control, reporting, stand alone bookings for lodging and rental car.

Cooperative Purchasing: No
Set Aside: No
FSC/PSC Code : V302
Maximum Order : $1,000,000

NAICS

Number	Description	Business Size
561510	Travel Agencies	$22 million

Instructions:
Instructions:

Please visit www.gsa.gov/masscopeandtemplates for the required price proposal template and requirements for SIN 561510 - Travel Agent Services.

SIN 561599 Travel Consulting Services

561599 Commercial services for the provision of travel consulting services which includes, but not limited to: travel systems analysis, assessment, travel policy development and analysis, market research, requirements development, supplier negotiations, supplier management, training, travel management, security, technology support, travel expense management, benchmarking, cost and revenue reports, travel management publications, risk management, and study/surveys services.

Cooperative Purchasing: No
Set Aside: No
FSC/PSC Code : V999
Maximum Order : $1,000,000

NAICS

Number	Description	Business Size
561599	All Other Travel Arrangement and Reservation Services	$22 million

Instructions:
Instructions:

Please visit www.gsa.gov/masscopeandtemplates for the required price proposal template and requirements for SIN 561599 - Travel Consulting Services.

SIN Level Regulations:

Regulation Number	Regulation Title/Comments
52.222-46	EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993)

Full Text Regulations:

Begin Regulation

I-FSS-970 TRANSACTIONAL FEE AND SALES REPORTING (JUN 2011)

(a) The Contractor shall report the total number of transactions for applicable Special Items Numbers (SINS) made under this contract by calendar quarter.

(b) The Contractor shall remit a fee per transaction at the rate set by GSA as follows:

(1) The Contractor shall remit the transactional fee(s) in U.S. dollars within 30 calendar days after the end of the reporting quarter; final payment shall be remitted within 30 days after physical completion of the last outstanding task order or delivery order of the contract.

(2) The transactional fee represents a set fee per transaction. This fee is set at the discretion of GSA, who has the unilateral right to change the fee at any time. The transactional fee covers an additional level of service that is provided by GSA to the Contractor.

(d) All other terms of clause 552.238-74 Industrial Funding Fee and Sales Reporting apply.

Begin Regulation

52.222-52 EXEMPTION FROM APPLICATION OF THE SERVICE CONTRACT LABOR STANDARDS TO CONTRACTS FOR CERTAIN SERVICES--CERTIFICATION (MAY 2014)

(a) The offeror shall check the following certification:

CERTIFICATION

The offeror *$vendorInsert1* does *$vendorInsert2* does not certify that--

(1) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(2) The contract services are furnished at prices that are, or are based on, established catalog or market prices. An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public. An "established market price" is a current price, established in the usual course of ordinary and usual trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or offeror;

(3) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(4) The offeror uses the same compensation (wage and fringe benefits) plan for all service employees performing work under the contract as the offeror uses for these employees and for equivalent employees servicing commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision, and the Contracting Officer determines in accordance with FAR 22.1003-4(d)(3) that the Service Contract Labor Standards statute —

(1) Will not apply to this offeror, then the Service Contract Labor Standards clause in this solicitation will not be included in any resultant contract to this offeror; or

(2) Will apply to this offeror, then the clause at FAR 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services—Requirements, in this solicitation will not be included in any resultant contract awarded to this offer, and the offeror may be provided an opportunity to submit a new offer on that basis.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision--

(1) The clause of this solicitation at 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services—Requirements, will not be included in any resultant contract to this offeror; and

(2) The offeror shall notify the Contracting Officer as soon as possible if the Contracting Officer did not attach a Service Contract Labor Standards wage determination to the solicitation.

(d) The Contracting Officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the Contracting Officer as required in paragraph (c) of this provision.

Begin Regulation

FBG-0002 SPECIAL ORDERING PROCEDURES (SEP 2019)

These ordering procedures apply to those purchases made under this schedule or through a travel management system as defined by the Federal Travel Regulation for civilian agencies and Joint Travel Regulations for military agencies. Based on the traveler's review of government-preferred suppliers and their negotiated rates through the travel management system for the designated destination, the traveler will select a lodging property on a best-value decision based on his/her agency's policies, the property's location, amenities, availability, price and mission needs.

Payment is normally made directly to the property by the individual traveler. Any payment method can be used; however, the most frequent form of payment is anticipated to be the government-wide commercial charge card for travel. Travel cards are approved and issued to travelers through their respective agency. Currently, Citibank and US Bank are the Government's card issuers. Additional information about the government-wide commercial charge card can be found at the GSA SmartPay® website https://smartpay.gsa.gov/content/state-tax-information.

Net billing is required. The Contractor shall honor the contract rate when presented/provided with the proper government-wide commercial charge card number or other authorized form of payment. In order to effectuate the recognition of contract rates at the point-of-sale, the current government-wide commercial charge cards use the following point-of-sale, the current government-wide commercial charge cards use the following 4-digit prefixes:

Travel	
Prefix (1st four Digits)	4614 - Visa

	4615 - Visa 4486 - Visa 5565 - Mastercard 5568 - Mastercard	
6th Digit	0	GSA SmartPay Tax Advantage CBA by MCC
	1	IBA
	2-4	IBA
	5	Reserved
	6-9	CBA

The Contractor shall also have the capability of direct billing to an ordering agency as a form of payment such as a purchase order.

The Government assumes no liability for payment of rooms booked by or on behalf of individual travelers or authorized users unless otherwise specified for direct billings between the Contractor and the ordering agency.

Begin Regulation

52.222-46 EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993)

(a) Recompetition of service contracts may in some cases result in lowering the compensation (salaries and fringe benefits) paid or furnished professional employees. This lowering can be detrimental in obtaining the quality of professional services needed for adequate contract performance. It is therefore in the Government's best interest that professional employees, as defined in 29 CFR 541, be properly and fairly compensated. As part of their proposals, offerors will submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract. The Government will evaluate the plan to assure that it reflects a sound management approach and understanding of the contract requirements. This evaluation will include an assessment of the offeror's ability to provide uninterrupted high-quality work. The professional compensation proposed will be considered in terms of its impact upon recruiting and retention, its realism, and its consistency with a total plan for compensation. Supporting information will include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used in establishing the total compensation structure.

(b) The compensation levels proposed should reflect a clear understanding of work to be performed and should indicate the capability of the proposed compensation structure to obtain and keep suitably qualified personnel to meet mission objectives. The salary rates or ranges must take into account differences in skills, the complexity of various disciplines, and professional job difficulty. Additionally, proposals envisioning compensation levels lower than those of predecessor contractors for the same work will be evaluated on the basis of maintaining program continuity, uninterrupted high-quality work, and availability of required competent professional service employees. Offerors are cautioned that lowered compensation for essentially the same professional work may indicate lack of sound management judgment and lack of understanding of the requirement.

(c) The Government is concerned with the quality and stability of the work force to be employed on this contract. Professional compensation that is unrealistically low or not in reasonable relationship to the various job categories, since it may impair the Contractor's ability to attract and retain competent professional service employees, may be viewed as evidence of failure to comprehend the complexity of the contract requirements.

(d) Failure to comply with these provisions may constitute sufficient cause to justify rejection of a

proposal.